



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93248-5001

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NAS LEMOORE INSTRUCTION 5100.5F CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S LICENSING AND
TRAINING PROGRAM

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Page 3, paragraph 4h, change last sentence from
"ext. 4196 or 4199" to "ext. 4195 or 4199".


L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)
Lists B and E



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NAVAL AIR STATION

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IN REPLY REFER TO:

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NAS LEMOORE INSTRUCTION 5100.5F

Subj: U. S. GOVERNMENT MOTOR VEHICLE OPERATOR'S LICENSING AND TRAINING PROGRAM

Ref: (a) NAVFAC P-300
(b) NAVSEA OP-2239
(c) Federal Personnel Manual, Chapter 930
(d) DOD Regulation 4500.36R

1. Purpose. To establish the procedure for obtaining a self-propelled Optional Form Government Motor Vehicle Identification Card, OF-346.

2. Cancellation. NASLEMINST 5100.5E

3. Scope

a. Reference (a) prohibits civilian personnel from operating government owned or leased vehicles unless the individual has in his possession a valid state driver's license and Optional Form Government Motor Vehicle Identification Card (OF-346) for the type and class of vehicle to be operated.

b. Reference (a) prohibits military personnel from operating government owned or leased vehicles over one ton unless the individual has in his possession a valid state driver's license and Optional Form Government Motor Vehicle Identification Card (OF-346) for the type and class of vehicle to be operated. Reference (b) outlines requirements for ammunition, explosives, and hazardous material driver's license.

4. Information

a. Policy. It is the policy of the Navy to ensure that all military personnel and civilian employees operating vehicles and equipment on a naval installation are qualified and properly licensed. Most states now have a classified motor vehicle operator's licensing program that includes an appropriate examination to ensure knowledge of traffic laws, ability to read road signs, vision, and color recognition; and to ensure by road test, competency to operate a specific class of vehicle. It is Navy policy to accept, without further testing and examination, a valid operator's license, issued by a state or jurisdiction, as proof that the applicant has achieved the proficiency level to safely operate government vehicles up to 14,000 pounds gross vehicle weight (GVW). Reference (c) requires civilian employees to obtain a OF-346 for the type of vehicles to be operated. Examination and testing of motor vehicle operators by Navy activities will be limited to personnel required to be licensed to operate vehicles over 14,000 pounds GVW for special purpose vehicles and to military personnel not possessing a valid state license.

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b. Applicability. This program is applicable to all naval activities and includes military and civilian operators of all government owned or leased motor vehicles at Naval Air Station, Lemoore.

c. License Applications. Reference (d) requires prospective operators of government motor vehicles be selected and recommended by their military or civilian supervisors, based on a prior interview. Only personnel of proven qualification will be licensed.

d. Classroom Training of Prospective Drivers of Government Owned or Leased Vehicles. Per reference (d) all prospective military operators of vehicles under 14,000 pounds GVW who do not possess a valid state driver's license will require a basic Optional Form Government Motor Vehicle Identification Card, OF-346, valid for on-station use only. This will be issued after successful completion of the basic eight-hour driver training course conducted by the Driver Licensing and Training section of Public Works Transportation Division. Per reference (a), NAS Lemoore based personnel required to operate automotive equipment exceeding one ton capacity must pass appropriate written and road tests and meet prescribed physical qualification prior to validation of Optional Form 346.

e. Validation. Personnel who possess a Optional Form Government Motor Vehicle Identification Card, OF-346, issued at naval activities other than Naval Air Station, Lemoore, are required to have them validated prior to operating government owned vehicles on this station.

f. Expiration and Renewal of OF-346. The OF-346 is valid for the same time frame as the operators state license or for a period of four years, whichever occurs first. The renewal is dependent upon a determination by the issuing authority that the operator continues to meet the prescribed physical standards and continues to demonstrate competence in driving the motor vehicles the individual is authorized to operate. The OF-346 shall be updated whenever a licensed driver has been qualified for an additional type of vehicle.

g. Revocation. The OF-346 may be revoked or suspended for cause by the operator's Commanding Officer or his designated representative. Suspension and revocation of the OF-346 for civilian operators shall be in accordance with procedures prescribed in the Federal Personnel Manual. A revoked OF-346 will not be restored until it is determined that the operator is fully qualified through reevaluation and reexamination. Suspension will normally be for a designated time period with no further testing required for reinstatement. Operator's identification cards shall be revoked and a Notice of Action will be filed in the operators personnel folder under the following circumstances:

(1) Operating or attempting to operate a motor vehicle while under the influence of alcoholic beverages or drugs.

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(2) Fleeing from the scene of an accident in which the driver was involved.

(3) Driving record indicates that the individual is an unsafe driver or is a repeated violator.

(4) Traffic accidents will be identified on the motor vehicle operator's identification card under "other records" as preventable (P) or non preventable (NP), as determined by the license examiner or the NAS Safety Officer. The same notation will be shown on NAVFAC Form 1240/10. Application/Record of Vehicle Operator's License, civilian and military. Traffic accidents determined to be preventable (P) will result in automatic revocation of the identification card as follows:

- (a) Two traffic violations (except overtime parking).
- (b) One traffic violation and one minor accident.
- (c) Two minor accidents.
- (d) One major accident.

h. Licensing Information. Personnel who desire information regarding licensing, written exams, driving tests, or study materials may call the Licensing Office at ext. 4196 or 4199.

i. Operation of Motor Vehicles by Personnel in Travel Status. Military and civilian personnel who must occasionally drive a vehicle while temporarily away from their official duty stations may operate government owned or leased vehicles without a OF-346 provided that:

- (1) They possess a valid state driver's license for the type of vehicle they are to operate.
- (2) Their activity has authorized the use of a vehicle in official travel orders.

5. Delineation of Licensing Responsibilities. The Public Works Department, Transportation Division, is responsible for administering a comprehensive Motor Vehicle Training and Licensing Program and shall maintain a Driver Examining Section within the Transportation Division to conduct classroom driver training, skill driving tests, road tests in traffic and written tests covering safe driving rules and regulations and defensive driving. The License Examiner shall ensure the integrity of the program by issuance of licenses only to personnel who possess at least minimum qualifications and who satisfactorily pass the required tests. He shall ensure that appropriate records of examinations are maintained in the Driver Licensing and Training section of Public Works Transportation. NAVFAC Form 11240/10.

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Application/Record of Vehicle Operator's License, Civilian and Military, will be submitted to the military personnel office of each activity to be maintained as a permanent record for the individual military driver.

6. Action. Commanding Officers, Officers-in-Charge, Department Heads will ensure personnel operating government vehicles are licensed in accordance with the provisions of this instruction.

7. Forms. NAVFAC 11240/10, Application for Vehicle Operator's Identification Card, Optional Form 346 and Physical Fitness Inquiry for Motor Vehicle Operators, are all available at the Public Works Transportation Driver's Licensing and Training Office.


J. E. HART

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